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**From:** Peppe, Joseph (DPH)  
**Sent:** Tuesday, April 15, 2008 11:59 AM  
**To:** Howard.Lefkin@umassmed.edu  
**Cc:** Han, Linda (DPH); Borne, Alan (DPH)  
**Subject:** FW: Emergency Evacuation Procedures  
**Attachments:** Attendance Monitor Checklist 03192008.xls; Employee Evacuation Procedures 3.1 04-01-04.doc; Evacuation Locations.doc

Hi, Howard. Here are our changes.

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**From:** Borne, Alan (DPH)  
**Sent:** Monday, April 14, 2008 8:38 AM  
**To:** Peppe, Joseph (DPH)  
**Subject:** FW: Emergency Evacuation Procedures

*Alan R. Borne*  
State Laboratory Institute  
305 South Street  
Jamaica Plain, MA 02130  
tel: 617-983-6605  
fax: 617-983-6618  
pager: 617-675-5644  
<mailto:alan.borne@state.ma.us>

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**From:** Han, Linda (DPH)  
**Sent:** Monday, March 24, 2008 8:11 AM  
**To:** Elvin, Paul (DPH); Kazianis, Arthur (DPH); Borne, Alan (DPH); Peppe, Joseph (DPH)  
**Subject:** FW: Emergency Evacuation Procedures

Can you see if there is anything that needs to be revised? Thanks, Linda

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**From:** Nagle, Austin (DPH)  
**Sent:** Thursday, March 20, 2008 4:09 PM  
**To:** Caloggero, Dina (DPH); Gilchrist, Mary (DPH); Han, Linda (DPH); Nassif, Julianne (DPH); Nawn, Kathleen (DPH); Smole, Sandra (DPH); Szymczak, Elizabeth (DPH); Cheney, Sally (DPH)  
**Cc:** 'Lefkin, Howard'  
**Subject:** FW: Emergency Evacuation Procedures

Please see the below from Howard Lefkin. Please highlight your changes and send them and any comments directly to Howard.

Austin

In accordance with ongoing efforts to improve = emergency response protocols we are updating the list of evacuation floor monitors = and attendance recorders. Due to

personnel changes and relocations within the building, it is necessary to identify and re-assign members to these roles. In the event of a fire or other building evacuation, accounting for and identifying missing personnel is crucial. Please review the attached table and indicate any changes or additions to the personnel listed. Also, please make sure that your department locations are current. As soon as the list is updated, we will be holding a training/review session for the monitors and recorders.

Also attached for your review, are copies of the emergency evacuation procedure and map of designated assembly areas.

Please address any questions and send the lists to Howard Lefkin, EH&S Officer, X6207.